



United States
Department of
Agriculture

Agricultural
Marketing
Services

1400 Independence Avenue, SW
Room 3071-S, STOP 0201
Washington, DC 20250-0201

MEMORANDUM TO ALL AMS EMPLOYEES

FROM: Lloyd C. Day /s/ 1/11/08
Administrator

SUBJECT: AMS Civil Rights Policy Statements

I have signed and attached updated Civil Rights (CR) Policy Statements which emphasize my personal commitment to creating and maintaining a workplace that treats all employees with fairness, dignity and respect. CR is in line with our core values and is an integral part of our mission accomplishment.

Additionally, the statements serve the purpose of reminding each of you of your individual rights and responsibilities. Each of you must take the time to read and become personally familiar with these documents. In doing so, you will discover that inappropriate comments and actions will not be tolerated.

These statements also provide notice that failure to immediately cease from inappropriate behavior may result in disciplinary action up to and including removal from our agency. Therefore, managers must take swift and appropriate action to rectify such situations as they arise.

We do a lot of great things at AMS, and I do not want our efforts diminished by any type of inappropriate comments, behaviors, or actions.

Again, I am reminding each of you to take the time to read and to become familiar with these policy statements.

Attachments

1. Civil Rights Policy Statement
2. Anti-Harassment
3. Sexual Harassment